Purchase Order Detail Listing Report

Navigation: *Purchasing* → *Purchase Orders* → *Reports* → *Detail Listing*

1. Click Search.

2. Click Reports.

3. Click Run.

4. Server Name = PSNT.

5. Select (✓) PO Detail Listing by Date.

6. Click OK. You will be returned to the PO Detail Listings Page.

7. Click the Report Manager Hyperlink.

8. Click the Administration Tab.

9. Click the Refresh button until the status changes to "Posted".

10. Click the View Hyperlink.

11. Click the POY4030 - ?????.HTM Hyperlink.

12. Click the X in the upper right corner to close the report.